**NHS Greater Glasgow and Clyde Adverse Weather**

**Frequently Asked Questions**

The guidance aims to ensure the continuity of healthcare services during exceptional periods of adverse weather, major transport issues, or other major incidents. It acts as a supplementary guide to the National Policy on Adverse Weather. Local arrangements should be developed and agreed, through the local Business Continuity Planning process.

Where an adverse weather event is predicted, or any other serious event which will affect our ability to provide services or staff to attend work, then managers should discuss with their staff Business Continuity arrangements in advance and how these will operate during the event.

**Travel and Working Arrangements**

1. **Should there be alternative working arrangements if I cannot reach my usual workplace?**

Yes, managers can identify alternative appropriate, safe, and viable places to work, including attending another NHS premises locally or working from home. Staff may be directed to work from another location or home. This would be dependent on the nature of their role and skills. This should be pre-agreed with the alternative site and detailed in the local Business Continuity Arrangements, rather than staff turning up on the day of the emergency.

1. **What is the policy on working from home during adverse weather?**

Home working may be an appropriate alternative if staff cannot reach their normal or an alternative base, particularly for hybrid workers. This requires agreement with the manager and depends on the role, equipment availability, and essential service provision needs. As part of their business continuity planning, Managers may want to consider whether they can supply equipment and remote access for short term or emergency situations. Where managers want to explore this option, this should be discussed with e-health or other relevant support services well in advance of the adverse weather incident.

1. **What happens if services are suspended and I cannot be redeployed or work elsewhere?**

If staff cannot work elsewhere and are sent home, full payment for the relevant shift will be made. Special leave should be applied.

1. **If I am on annual leave on the day of the adverse weather event, can I claim this back?**

No, this is pre-planned leave.

1. **What is the policy on special leave during adverse weather, especially if schools or nurseries are closed?**

Special leave will be applied once alternative work arrangements have been fully explored. Managers should discuss and record their decision. Carer's leave may be considered if schools/nurseries close suddenly with little warning.

1. **What do I do if public transport or travelling by car is affected by the adverse weather event?**

Staff should consider alternative options for travelling to and from work. This should be considered as part of the local Business Continuity arrangements. If this is not possible, you must contact your line manager at the earliest opportunity.

1. **How do I know who is considered an "essential worker" who must attend work during an adverse weather event?**

This should be considered as part of your local Business Continuity arrangements and will be dependent on what are the minimum services that the service area must continue to provide through severe adverse weather events.

1. **What happens if I arrive late or need to leave early due to travel disruption caused by an adverse weather incident?**

When the manager agrees this was unavoidable, the employee should be regarded as having completed their shift (i.e. the employee does not have to make up time or lose payment). And where advice is issued around avoiding peak time travel, managers should adopt a flexible approach to working pattern to enable employees to attend work and return home safely.

1. **What should I do if I cannot get to work due to adverse weather?**

Employees have a responsibility to make every reasonable effort to attend work. However, staff should not feel compelled to take undue risks to attend work and should consider whether it is safe to travel. You must contact your manager at the earliest opportunity if you believe you are unable to get to your usual place of work.

1. **What should I do if I cannot leave work at the end of my shift due to adverse weather?**

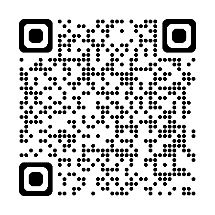
Whenever possible, managers should adopt a flexible approach to working pattern to enable employees to return home safely, including letting staff leave early to avoid predicted adverse weather. When the manager agrees this was unavoidable, the employee should be regarded as having completed their shift (i.e. the employee does not have to make up time or lose payment).

If staff are unable to travel home due to adverse weather, managers should ensure they have a suitable rest area and, depending on the length of their stay, access to necessary provisions until they are able to leave.

**Managers’ Prompts**

If you are aware an adverse weather event is forecast or as part of your annual review of your local Business Continuity arrangements, managers should consider the following questions.

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| **Pre Planning** | **On the day** |
| Have you identified services & roles that need to be maintained during bad weather? | Re allocation of staff to maintain service provision |
| Do you know which staff can undertake these roles? | Maintain regular contact with staff |
| Have you discussed with staff their options? | Discuss with staff options for travel including amended shift pattern. |
| Can you accommodate different working patterns for staff to attend work? (for example, change start/ finish times to avoid the worst weather) | If staff have arrived at work, but there is no work for them to do, please consider the risks of sending them home. |
| Do you know which staff can work from home or an alternative location? |  |
| Have you considered options for emergency/ short term working from home arrangements? |  |
| Have you discussed with staff how they travel to and from work? |  |
| Can an alternative solution be agreed during bad weather? |  |
| If staff are unable to attend work are they aware who to contact? (including deputies) |  |
| Can you pre agree with staff their options if they are unable to attend work special leave / annual leave. |  |
| Do you know how to contact you staff members during disruption? |  |
| If staff are not willing to share their contact details as part of Business Continuity Planning, have you discussed with them what would happen in case of an adverse incident? |  |

**Training and resources available to managers on Business Continuity planning can be found on our:**

* [Civil Contingency Page](https://scottish.sharepoint.com/sites/GGC-CivilContingenciesPlanning)

**Contingency Planning**

* Business Continuity Plans are in place at Sector, HSCP, and service levels and are essential for organisational resilience.
* Speak to your manager and discuss these for your area.

**Continuous Improvement**

This document was first agreed by the Area Partnership Forum in October 2025. These FAQs and associated documents will be reviewed annually in partnership and, if appropriate, in light of any adverse weather incidents.

Where there are specific incidents of services not working to the Adverse Weather Policy and these accompanying FAQs, it may be appropriate for specific local contingency planning reviews to take place in partnership, supported by the Civil Contingency Team.